

TOWN OF SMITHFIELD

PROPOSAL RESPONSE FORMAT

Contractors are to make written proposals, which present qualifications and understanding of the work to be performed. Contractors are asked to address each evaluation criteria and to be specific in presenting their qualifications. Proposals should be thorough and detailed as possible so that the Town may properly evaluate your capabilities to provide the required good/services. Your proposal should provide all the information considered pertinent to your qualifications for this project.

***Submit 3 copies of your proposal**

Contractor should include in their proposal the following:

1. Table of Contents
2. Introduction – Cover letter on company letterhead, signed by the person with the corporate authority to enter into contracts in the amount of proposal.
3. Response to Scope of Services
4. Company Profile that shows the ability and skill of contractor, their staff and their employees to perform the services required within the specified time frame.
5. References – provide a minimum of three references, who could attest to the Contractor's past performance to provide services similar to those required for contract.
6. Cost of services

Selection of the successful contractor(s) will be based upon submission of proposals meeting the selection criteria. *Contract awards may be made to more than one contractor if in its sole discretion is deemed to be in the best interest of the Town of Smithfield.* The minimum selection criteria will include:

1. Special experience, technical capabilities, professional competence and qualifications.
2. Special experience, technical capabilities, professional competence and qualifications of proposed personnel assigned to provide services in accordance with Scope of Services
3. Clearly demonstrated understanding of the work to be performed.
4. Completeness and reasonableness of proposing organization's plan for accomplishing tasks.
5. Reference
6. Cost of services